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FUNCTIONAL STATEMENTSOFFICE OF OPERATIONS

As a centralized collection service for CIA and the IAG agencies, the Office of Operations under the direction of the Assistant Director for Operations:

1. Formulates, develops and recommends policy for the direct collection of foreign intelligence information from original sources by overt means.
2. Provides centralized facilities for the exploitation of primary sources and the collection of foreign intelligence information directly from individuals (including aliens) and non-government organizations within the U.S., from foreign language documents, and from foreign radio broadcasts to satisfy intelligence requirements.
3. Directs and coordinates its collection services in accordance with requirements for information necessary for the production of departmental and national intelligence.
4. Assigns collection missions to its Branches to meet requirements received from OCD.
5. Maintains close liaison with OCD to insure prompt transmittal of information collected to all interested recipients.
6. Assists ICAPS in preparation of plans, policies, and procedures for inter-agency intelligence coordination.

DEPUTY ASSISTANT DIRECTOR

Exercises general supervision over the administration of the office, performs such other duties as may be assigned by the Assistant Director, and serves as Assistant Director in the absence of that officer.

ADMINISTRATIVE STAFF

1. Under the direction of the Deputy Assistant Director, directs and coordinates on an office level, budget, security controls, personnel, management and service functions.
2. Coordinates, develops and implements internal administrative procedures of the office and its Branches.
3. Provides administrative support for office and staff of the Assistant Director for Operations, including the operation of a message center, active files, etc.

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PLANNING AND COORDINATING STAFF

1. Studies the operations and methods of the several Branches to assist in the development of coordinated plans and programs, and coordinates activities of the Office of Operations with other offices of CIA.
2. Analyses the output of intelligence information by the several Branches and recommends to the Assistant Director for Operations such changes in methods or procedures as may improve Branch operations, total collection functions, and the quantity and quality of production.
3. Performs such additional functions as delegated by the Assistant Director for Operations, for implementation of the office mission.

CONCURRENCES:

OFFICE OF OPERATIONS

Signed G.C.C.

10 May 1949

I ~~_____~~ concur.

Date

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